



City of Kenora
Application for Consent
Section 53 of the Planning Act &
Ontario Regulation 197/96

A consent, also referred to as a severance is the legal separation of a piece of land that will form two to three new properties. Consents are usually associated with land sales, easements, conveyances, changes to property boundaries and rights-of-way applications. All consent decisions are carried out by the Kenora Planning Advisory Committee/Committee of Adjustment (PAC).

The Planning Advisory Committee/Committee of Adjustment (PAC) is a committee delegated by Council under the Planning Act to make land use planning decisions regarding minor variance applications, consents, and plans of subdivision and condominium descriptions. Planning Advisory Committee meetings are generally held on the third Tuesday of every month at the City of Kenora Operations Centre Boardroom, 60 Fourteenth Street North, 2nd Floor. All applicants and/or agents must attend the PAC meeting to speak to the application.

General Overview and Guidelines

Pre-Consultation:	<p>The City of Kenora Official Plan requires that applicant(s) attend a pre-consultation meeting with the Planning Department prior to formally submitting this application. Please ensure that you call ahead to arrange an appointment with Planning Staff at least one week prior to your preferred meeting date. Applicants should also consult with the Municipal Engineer to review technical requirements for municipal roads and sewer and water requirements, if applicable. Please refer to the appropriate checklist for timelines.</p> <p>Applicants are also encouraged to consult with neighbours about their application prior to submission.</p> <p>For further information, or to make an appointment, please contact:</p> <p>City of Kenora Planning Department Planning Assistant – Melissa Shaw Tel: (807) 467-2292 or mshaw@kenora.ca City Planner – Devon McCloskey Tel: (807) 467-2059 or dmcloskey@kenora.ca</p>
Proof of Ownership:	<p>Proof of ownership (deed) or assessment roll number (tax bill) shall accompany each application.</p>
Fee:	<p>The transaction fee for a consent application is as stipulated in the tariff of fees by-law. The application fee varies depending on the proposal type. Please make cheques payable to the Corporation of the City of Kenora. Payments may be made by cash or cheque only. Payments made at City hall may be by cash, cheque, debit or credit.</p>
Application:	<p>The City of Kenora requires (2) original copies of the application and any required supporting documents/reports, together with the application fee or receipt of payment in order for the application to be deemed complete and be processed. All required information must also be submitted electronically.</p> <p>Applications can be picked up from the Planning Department located at the Operations Centre or downloaded at www.kenora.ca.</p> <p>The Planning Act requires that the applicant shall provide all prescribed information contained within this application. Failure to provide this mandatory information shall render the application incomplete and unable to be processed. Please answer all questions in full detail.</p>

Applications must be filled out in Blue or Black ink only. Applications completed in pencil or other colours of ink will not be accepted. If submitting photocopies of your application, the original copy must also be filed.

If the application is being submitted concurrently with another application (i.e. for rezoning) each application must be complete.

Some applications will require clearance letters from the Northwestern Health Unit. Please contact the NWHU at 807-468-3147 for information with respect to private sewage/septic systems.

If access to the subject property is via a Provincial Highway, the Ministry of Transportation (MTO) must be consulted. Please call or visit the local office of the MTO for further information.

Some developments will be subject to site plan control. Please refer to the City of Kenora Portal for further information about site plan control.

Applications shall be signed by the owners(s) or agent in the presence of a Commissioner of Oaths. The City Clerk is a Commissioner. Where an agent or solicitor is authorized to make the application on behalf of the owners(s), their signature shall be witnessed.

Required information, which must accompany your application and information regarding the current Official Plan and Zoning Designations of your property may be obtained from the Planning Department online at www.kenora.ca/planning. The Provincial Policy Statement (2014) is available online as well.

The Planning Act, R.S.O. 1990 (as revised) and Ontario Regulation 544/06, of the Planning Act are available online at: www.ontario.ca/laws

All applications will be circulated for review and comment to a number of City Departments (such as Planning, Engineering, Building, Parks, Roads, Fire and Emergency Services, Hydro etc., and legislated outside agencies). All applications will also be circulated to all property owners within a 120 metre radius of the subject property. Notices of the application must be given at least 14 days prior to the public meeting and therefore applications must be received and deemed complete at least 21 days prior. Pre-consultation is required, please make an appointment to review your application at least one month in advance of the PAC meeting.

Authorization: Should an agent or solicitor represent the applicant(s), written authorization from the applicant(s) must accompany the application.

Posting of Signs: The Planning Act requires that a “notice of hearing” sign be posted on the subject property at least 14 days prior to the public hearing. Failure to comply with this may result in your application being removed from its scheduled Planning Advisory Committee meeting. The Planning Department will provide the sign for the applicant.

OMB Cost Recovery: The applicant acknowledges that if an Ontario Municipal Board hearing is required, that they be subject to the City of Kenora OMB cost recovery policy for OMB appeals. An undertaking is provided as part of this application and forms part of a complete application.

Special Studies: Applicants are advised that special studies may be required as part of the application depending on the nature of the proposal. Such studies may include: Environmental Impact Statement (EIS), Heritage Impact Assessment, Lake Capacity Study, Fishery Assessment, Transportation/Traffic Impact Study, Stormwater Management Study, and Discussion of Species at Risk etc. A full list of potential required studies can be found in section 8.10 of the Official Plan.

Steps in the Process

Step 1: Applicant will pre-consult with Planning Staff.

Step 2: Applicant submits application after consulting with Planning Staff and other relevant departments or agencies.

Step 3: Application is deemed complete by Planning Staff and assigned to next Planning Advisory Committee meeting.

Step 4: Application is assigned a file number and notices are sent to neighbouring property owners and relevant agencies. Applicants will post sign on property and staff/committee members will conduct a site visit.

Step 5: Planning Advisory Committee will approve or refuse the application. Decisions may be tabled to future meeting. Complex applications may require more than one meeting before obtaining approval. Staff will make a recommendation to the Committee on all applications. New conditions of approval may be added at a meeting.

Step 6: If no appeals to the Ontario Municipal Board are received then the decision is final and binding.

Step 7: If a decision is appealed the file will be sent to the Ontario Municipal Board, who will render a final decision.

Why Problems Occur with Applications

There are several common reasons why problems occur with planning applications:

- Do not rush an application to meet a cut-off date. Take proper time and care to complete the application properly. Planning staff are available to assist the applicant through the approval process, but are not permitted to fill out an application form for an applicant or provide design advice to a member of the public.
- Consult the planning department regarding the subject property Zoning and Official Plan designation before submitting an application.
- Provide the names of all owners, holders of charges or mortgagors and anyone who has an interest in the subject property.
- Provide a clear, simple written description of your proposal and describe why it should be approved. If the application is unclear and/or incomplete the notice may be made in error or the application deemed incomplete which may result in further delay and additional costs. Even where staff has deemed an application complete, the Committee of Adjustment may request additional information before rendering a decision.
- Consult with neighbours before submitting the application.
- Consider hiring a professional for complex applications.
- The Planning Advisory Committee does not set precedent. Each application is judged by its own merit.
- Staff will conduct a site visit for each application prior to its scheduled public meeting. If features are found on site that are not included in your application sketch, your application may be delayed.
- Staff cannot pre-determine the outcome of any application before the Planning Advisory Committee
- Carry out a pre-consultation meeting with staff before submitting the application. This is a mandatory requirement by the Province that is free of cost to the applicant and can help raise potential issues that would otherwise arise later causing further delays. Planning Staff will also direct the applicant to other internal departments or external agencies they may need to consult before an application may be approved.
- Before entering the pre-consultation meeting;
 - Prepare an accurate scaled sketch to portray the request
 - Bring a property survey to the meeting if available
 - Consult relevant City planning documents

Frequently Asked Questions (FAQ):

If someone from the public objects to my application at the meeting is my application automatically refused?

No. The City of Kenora Planning Advisory Committee must weigh all evidence presented at the public hearing and make a determination on that basis. The Kenora Planning Advisory Committee will consider input from the public and use section 51(24) of the Planning Act, the Provincial Policy Statement (2014), Zoning By-law NO. 101-2015 as amended and the City of Kenora Official Plan (2015) when considering the application.

Do I get my application fee refunded if my application is refused?

No. City staff time and costs are incurred regardless of the outcome of the application.

What can I do if my application is refused by the PAC?

You may file an appeal to the Ontario Municipal Board (OMB), in accordance with their requirements.

What if my application is approved but a neighbour or other third party is unhappy with the approval?

They have the same appeal rights that you do. Although only residents within a 60m radius of the subject property are circulated notices regarding the consent, any member of the public can speak at the meeting or submit written comments to the PAC. Any member of the public can file an appeal to the OMB. Only individuals and/or agencies that make written or oral submissions at or prior to the scheduled public meeting may file an appeal to the Ontario Municipal Board.

How long does the application process take? (refer to checklist)

The Committee of Adjustment/Planning Advisory Committee will take approximately 60 - 90 days from the day your application is deemed complete by City staff to render a decision. Your approval is not in effect until the 20 day appeal period following the notice of decision has ended. In cases where an appeal is lodged, the decision is not final until it has been dealt with by the Ontario Municipal Board. The Planning Act requires that decisions on consent applications must be made within 90 days of the application being deemed complete. Any conditions of approval must be fulfilled within one (1) year of receiving approval.

When might a Consent be required?

- To divide (sever) a piece of land to create a new lot or several new lots.
- Registering a mortgage or to discharge a mortgage on part of a parcel
- To register a lease for a 21 year or longer term or more with renewal options
- Registering an easement or right-of-way
- To add or subtract land from your parcel as a lot addition to an abutting piece of land.
- To adjust a lot line boundary. This does not create a new lot to build on.
- To validate title to a parcel of land conveyed without Planning Act approval
- Power of Sale for a part of a lot

How is my application evaluated?

Consents are evaluated based on the Provincial Policy Statement (2014), City of Kenora Official Plan (2015), Zoning By-law No. 101-2015 as amended, section 51(24) of the Planning Act and site-specific circumstances.

Section 51(24) of the Planning Act:

Regard shall be had, among other matters, to the health, safety, convenience, accessibility for persons with disabilities and welfare of the present and future inhabitants of the municipality and to,

- (a) the effect of development of the proposed subdivision on matters of provincial interest as referred to in section 2;
- (b) whether the proposed subdivision is premature or in the public interest;
- (c) whether the plan conforms to the official plan and adjacent plans of subdivision, if any;
- (d) the suitability of the land for the purposes for which it is to be subdivided;
- (e) the number, width, location and proposed grades and elevations of highways, and the adequacy of them, and the highways linking the highways in the proposed subdivision with the established highway system in the vicinity and the adequacy of them;
- (f) the dimensions and shapes of the proposed lots;
- (g) the restrictions or proposed restrictions, if any, on the land proposed to be subdivided or the buildings and structures proposed to be erected on it and the restrictions, if any, on adjoining land;
- (h) conservation of natural resources and flood control;
- (i) the adequacy of utilities and municipal services;
- (j) the adequacy of school sites;
- (k) the area of land, if any, within the proposed subdivision that, exclusive of highways, is to be conveyed or dedicated for public purposes;
- (l) the extent to which the plan's design optimizes the available supply, means of supplying, efficient use and conservation of energy; and
- (m) the interrelationship between the design of the proposed plan of subdivision and site plan control matters relating to any development on the land, if the land is also located within a site plan control area designated under subsection 41 (2) of this Act or subsection 114 (2) of the *City of Toronto Act, 2006*. 1994, c. 23, s. 30; 2001, c. 32, s. 31 (2); 2006, c. 23, s. 22 (3, 4).

How can I get involved if I receive notice?

If you have received notice, or have additional questions, about a consent application that may affect you, you should:

- Contact the City of Kenora Planning Department to find out more information about the application
- Discuss your concerns with the Kenora Planning Advisory Committee, when attending the statutory public meeting
- Write to the Kenora Planning Advisory Committee, by the date specified on the notice you received or indicated on the sign located on the subject property

What could affect the outcome of my application?

- Valid objections from neighbours or a third party (“Do not like it because do not like it” is not valid).
- Comments from one or more departments or external agencies.
- What departments and agencies are circulated? The Northwestern Health Unit (N/A for condominium descriptions), City Departments such as: Roads Department, Operations, Planning Department, Engineering, Building Department, Parks and Recreation and Provincial Ministries, as required. Agencies as required by the Planning Act

PLANNING RATIONALE

A Planning Rationale is a document that will provide an overall description, justification and rationale for understanding the proposed development application, and intended to help the applicant organize and provide written support for the application. The document will assist staff and the approval authority, in the assessment and recommendation for the application. A planning rationale must accompany each application.

What is the purpose of a planning rationale?

A planning rationale is required as part of an application in order to:

- a) Provide a clear description and understanding of the proposal
- b) Provide an opportunity, at the outset, to establish why the proposal should be considered
- c) To highlight important information specific or particular to the application (i.e. special history, different circumstances, unique site conditions, etc.)
- d) To enable staff to analyze and prepare recommendations on the application

It is not intended to be a personal analysis or business case for a proposed development; rather it should examine the impact of the proposal on the surrounding area, and vice versa.

Who can prepare a planning rationale?

Depending on the complexity of the application, the information requirements can be addressed in a letter, or a longer report. The material can be prepared by the owner, an agent, the applicant or by a member of a consulting team, depending on the nature of the application.

For a complex application it is recommended that a planning professional be retained to prepare the planning rationale. The benefits to the applicant, of hiring a planning professional, can be significant in presenting the proposal in its best form, which may result in cost and time savings, as well as making the approval process as efficient as possible.

Under what authority can a planning rationale be requested?

The Planning Act, R.S.O. (1990 as revised) gives a Municipality the authority to require that a planning rationale be prepared as part of any development application. The City of Kenora’s Official Plan (2015) also provides this authority.

What, specifically does a planning rationale address?

A Planning Rationale shall address, at a minimum, the points listed below.

- a) Provide a physical description of the site, including descriptions of current land use(s) and surrounding land uses, context and/or built form
- b) Include a description of the site’s planning history, including previous planning approvals and/or agreements (i.e. site plan agreement, site-specific zoning by-laws etc.) and provide copies of the pertinent documents

- c) Include a description and overview of the proposal, including any major features or attributes (such as use, height, density, parking, architectural design, natural heritage features, etc.)
- d) Describe the suitability of the site, and indicate reasons why the development is appropriate for the site and will function well to meet the needs of the intended future users
- e) Provide a detailed analysis of the compatibility of the proposed development or land use designation with the existing adjacent developments and land use designations
- f) Provide justification that the proposal is appropriate land use planning, including any details of measures that are to be used to mitigate negative impacts (such as site plan control)
- g) Describe the impact of the proposed development on the natural environment
- h) Indicate the availability of other property already designated for the proposed use, if any
- i) Describe the impact of the proposed development on municipal services (i.e. sewage collection and treatment systems, water distribution and treatment systems, utilities, roads, hydro services, parking, community facilities, parks and open spaces etc.)
- j) Indicate whether there are other planning approvals require, and if those necessary applications have been filed (i.e. Official Plan or Zoning By-law amendment, Site plan Control agreement, site plan approval, minor variance, draft plan of subdivision or condominium etc.)
- k) Provide a draft of the proposed text and mapping (Official Plan/Zoning By-law amendment only), if applicable
- l) Indicate how the proposed development is consistent with the Provincial Policy Statement (PPS) - (2014) and provide any other Planning Act considerations that are relevant. If you are not familiar with these documents, please contact the City of Kenora Planning Department or access the City's portal, www.kenora.ca or the Ministry of Municipal Affairs and Housing website at www.mah.gov.on.ca
- m) Describe how the proposal conforms to the general purpose and intent and goals of the City of Kenora's Official Plan and complies with the City's Zoning By-law
- n) Describe the way in which relevant Official Plan policies will be addressed, including both general policies and site-specific land use designations and policies

Indicate whether the proposal complies with any other relevant City documents and Planning Policies/Secondary Plans etc. (Black Sturgeon Lake Capacity and Management Report, Waterfront Development Guidelines, etc.)

This Application must be Submitted to:

Planning Department & Planning Advisory Committee
 60 Fourteenth Street North, 2nd Floor
 Operations Centre - Kenora, ON P9N 4M9

Email: dmcloskey@kenora.ca or mshaw@kenora.ca
 Fax: 807-467-2292

Prescribed Information

Personal Information collected within this document will be used to assist City staff to process this application and will be made public. The information in this application is contained in Ontario Regulation 197/96, of the Planning Act, R.S.O. 1990 (as revised).



The undersigned hereby applies to the Planning Advisory Committee for the City of Kenora under Section 53 of the Planning Act, R.S.O. 1990 (as revised), for consent, as described in this application.

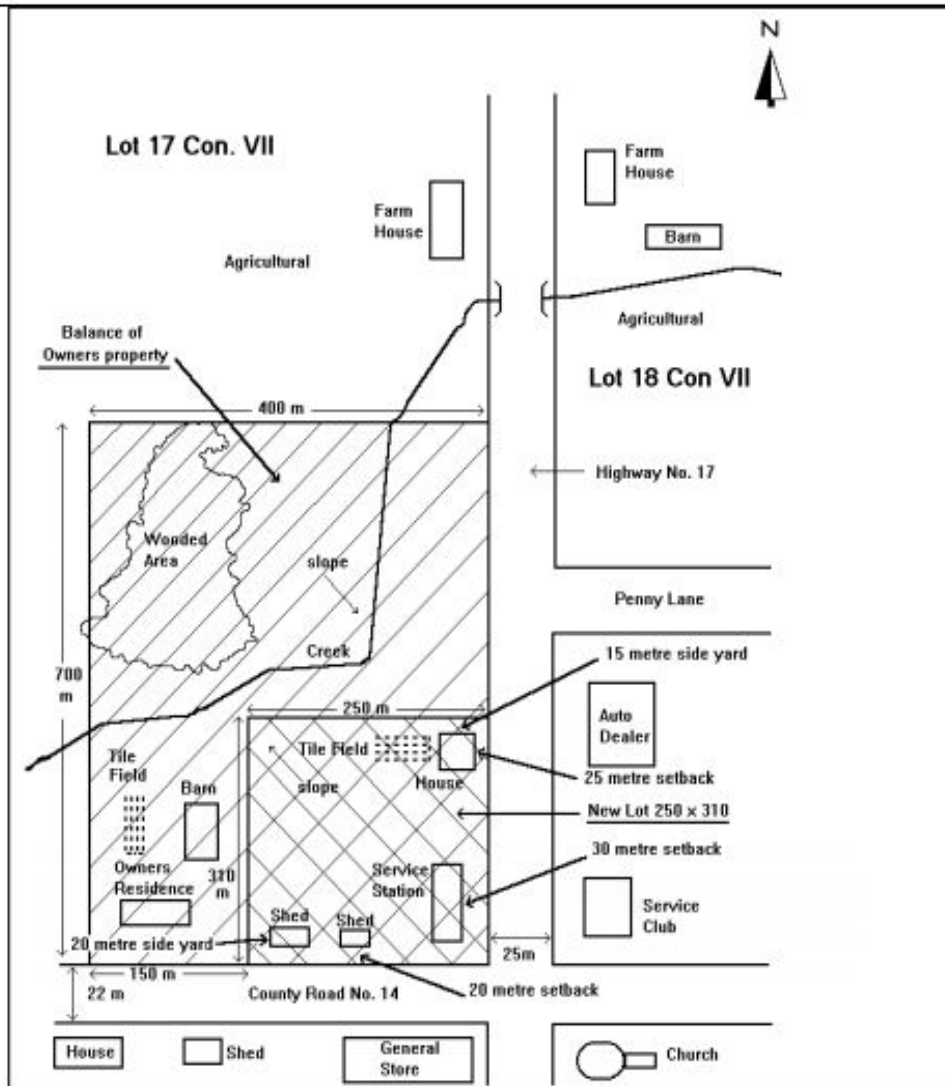
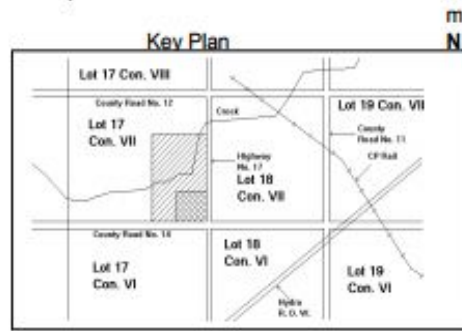
This application also sets out other information that will assist the Committee of Adjustment/Planning Advisory Committee in their evaluation of the application and Staff review. In the absence of this information, it may not be possible to do a complete review within the legislated timeframe for making a decision. As a result, the application may be refused.

It is the sole responsibility of the authorized agent and/or owner to ensure that this application form is complete and that the information provided is accurate and correct. This application form will not be accepted until all required questions have been answered and all other requirements have been satisfied.

Sample Sketch

(Please Use Metric Units).

To Convert	Multiply By	To Find
Feet	0.3048	Metres
Acres	0.4046	Hectares
Severed		
Retained		





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Office Use Only	
Date Stamp - Date Received:	File Number: _____ Roll Number: _____ Date Received: _____ Application Fee Paid: _____ Application Deemed Complete (Date): _____

1.0 - Requirements/Checklist for a Complete Application:

Note: If the information below is not received the application cannot be deemed complete.

- Pre-consultation meeting
- 1 copy of the completed application form
- 2 copies of any reports/letters of support etc.
- Entrance Permit or MTO clearance if fronting a Provincial Highway
- Sketch as per the requirements of Ontario Regulation 197/96
- 2 copies of information/reports as indicated on application form
- The required application fee of as per the schedule of fees by-law
- Planning Rationale
- Required studies identified at pre-consultation or any other time (See section 8.10 of the Official Plan for full list of studies)
- Authorization
- Electronic version of all required information (i.e. Reports/studies etc.)
- Ontario Municipal Board (OMB) cost recovery undertaking
- Proof of Ownership

2.0 - Concurrent Applications Filed

Please check if you have filed any concurrent applications:

Official Plan Amendment	Plan of Subdivision or Condominium Description
Site Plan Application	Other (Please Specify): _____
Minor Variance	Zoning By-law Amendment

3.0 - Applicant Information

Date Application Submitted to the City of Kenora:

Subject Property Information

Civic Address	Street NO.:	Street Name:	Postal Code:	Unit Num.:
Registered Plan Number	M-			
Legal Description				
Reference Plan Number	23R-			
Lot NO.(s)/Block NO.(s)				
Concession Number(s)/PT LOT				
Part Numbers(s)				
Tax Roll Number	6016			
Lot Frontage (Metres)				
Depth (Metres)				
Area (Ha.)				

Owner/Applicant Information

Check Appropriate Box:	<input type="checkbox"/> Person(s)		<input type="checkbox"/> Company	
Registered Land Owner	Surname:		First Name:	
Mailing Address	Street NO.:	Street Name:	Postal Code:	Unit Num.:
City			Province:	
Contact Information	Phone:		Fax:	
Email				
Acquisition Date of Subject Land				

Agent/Solicitor Information

Company or Firm Name				
Name	Surname:		First Name:	
Mailing Address	Street NO.:	Street Name:	Postal Code:	Unit Num.:
City			Province:	
Contact Information	Phone:		Fax:	
Email				

Mortgages, Encumbrances, Holders of Charges Etc. of Subject Land

Company				
Contact Person	Surname:		First Name:	
Mailing Address	Street NO.:	Street Name:	Postal Code:	Unit Num.:
Contact Information	Phone:		Fax:	
Email				

4.0 - Please list the reports and/or studies that will accompany this application

5.0 - Purpose of Consent Application

Transfer:	Mortgage or Charge	Lot Addition	Creation of new lot(s) - (Number of lots created : _____)
	Creation of a Lot for semi-detached or row housing		
Other:	Right-of-Way	Easement	Lot Line Adjustment/Correction
	Lease	Correction of Title	Other (Please Specify): _____

9.0 Description of Subject Lands and Servicing Information (Complete each subsection.)

		<u>Lot 1</u>	<u>Lot 2</u>	<u>Lot 3</u>	<u>Retained</u>
9.1 Description	Frontage (m)				
	Depth (m)				
	Area (ha)				
9.2 Use of property	Existing Use(s)				
	Proposed Use(s)				
9.3 Buildings or Structures	Existing				
	Proposed				

		<u>Lot 1</u>	<u>Lot 2</u>	<u>Lot 3</u>	<u>Retained</u>
9.4 Access (√)	Provincial Highway (include MTO letter of support with application)				
	Municipal – year round				
	Municipal - seasonal				
	Other public road				
	Private right of way (provide documentation with application)				
	Water access				

Describe in Section 9.8 the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road

		<u>Lot 1</u>	<u>Lot 2</u>	<u>Lot 3</u>	<u>Retained</u>
>9.5 Water Supply (√)	Publicly owned and operated piped				
	Private individual well				
	Private communal well				
	Lake or other water body				
	Other				

		<u>Lot 1</u>	<u>Lot 2</u>	<u>Lot 3</u>	<u>Retained</u>
>9.6 Sewage Disposal (√)	Publicly owned and operated sanitary				
	Private individual septic				

	Private communal septic	
	Privy/grey water	
	Other	

*** A certificate of approval from the Northwestern Health Unit for the severed and retained lots is required.**

		<u>Lot 1</u>	<u>Lot 2</u>	<u>Lot 3</u>	<u>Retained</u>
>9.7 Other Services (√)	Electricity				
	School bus service				
	Waste/recycle collection				

>9.8 If access to the subject land is by other than publically owned and maintained road, indicate who owns the land or road, and who is responsible for its maintenance and whether it is maintained seasonally or all year. Please attach a copy of the registered easement/agreement if available. If access is by water only, please provide proof of arrangements for docking and vehicle parking.

10.0 - Land Use (Please see www.kenora.ca/planning for schedules/maps)

What is the land use designation in the City of Kenora Official Plan (2015)?

Does the proposal conform with the City of Kenora Official Plan (2015)? YES NO

If No, have you made a concurrent application for an Official Plan Amendment?

YES NO File NO.: Status:

What is the current zoning designation of the subject property?

Does the proposal conform to Zoning By-law No. 101-2015 as amended? YES NO

If No, have you made a concurrent application for a zoning by-law amendment?

YES NO File NO.: Status:

What is the existing use of the subject land?

What is the proposed use of the subject land?

What are the uses of the abutting properties?

How long have existing uses been present?

Has there ever been an industrial or commercial use on the subject land or adjacent land? If Yes, please explain the uses:

CONTAMINATION

YES NO UNKNOWN

Has the grading of the subject land been changed by adding earth or other material?

Has a commercial, industrial use or a gas station ever been located on the subject land or adjacent land at any time?

Has there been petroleum or other fuel stored on the subject land or adjacent land?

Is there any reason to believe the subject land or adjacent lands may have been contaminated by former uses (brownfields, industrial waste etc.)?

What information did you use to determine the answers to the above questions? If an Environmental assessment has been performed please submit it with the application.

*If the answer to any of the above questions from regarding contamination were checked Yes or if there was a previous industrial or commercial use, please attach a previous use inventory with this application form showing all former uses of the subject land. A soils investigation study may also be required.

11.0 - IS THE PLAN CONSISTENT WITH POLICY STATEMENTS ISSUED UNDER SUBSECTION 3(1) OF THE PLANNING ACT?

Please state how this application is consistent with the 2014 Provincial Policy Statement (PPS).

12.0 - ORIGINAL PARCEL TRANSFER

Has any land ever been severed from the parcel originally acquired by the owner of the subject land? YES NO

If Yes, please indicate the date of the transfer, the name of the transferee and the uses of the severed land:

Date of Transfer: _____

Name of Transferee: _____

Use(s) of Severed Land: _____

13.0 – SIGNIFICANT FEATURES CHECKLIST

Check through the following list. Indicate under YES, NO or UNKNOWN if a listed feature is on-site or within 500 metres. Indicate under YES, NO or UNKNOWN if a listed development circumstance applies. Be advised of the potential information requirements.

FEATURE OR DEVELOPMENT CIRCUMSTANCE	YES	NO	DON'T KNOW	IF YES, SPECIFY DISTANCE IN M	POTENTIAL INFORMATION NEEDS
Non-farm development near designated urban areas or rural settlement areas					Demonstrate sufficient need within 20 year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry ¹					Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry ²					Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry ³					Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site					Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant					Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization Pond					Assess the need for a feasibility study for residential and other sensitive land uses.
Active Railway Line					Evaluate impacts within 300 metres.
Operating mine site					Will Development hinder continuation or expansion of operations?
Non-operational mine site within 1 kilometre of subject land					Have potential impacts been addressed? Has mine been rehabilitated so there will be no adverse effects?
Airports where noise exposure forecast (NEF) or noise projection (NEP) is 28 or greater					Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric Transformer Facility					Determine possible impacts within 200 metres.
High Voltage Transmission Lines					Consult the appropriate electric power service.
Transportation and Infrastructure corridors					Will corridor be protected? Noise Study Prepared?
Agricultural Operations					Development to comply with the Minimum Distance Separation Formulae and Official Plan.
Mineral Aggregate Resource area					Will development hinder access to the resource or the establishment of new resource operations?

Mineral Aggregate Operations	Will development hinder continuation of extraction? Noise and Dust Study completed?
Existing Pits and Quarries	Will development hinder continued operation or expansion? Noise and Dust Study completed?
Mineral and Petroleum Resources	Will development hinder access to the resource or the establishment of new resource operations?
Significant Wetlands or potentially significant Wetlands	Provide Environmental Impact Study (EIS). Must demonstrate that no negative impacts will occur.
Significant portions of habitat of Endangered or Threatened Species	Provide Environmental Impact Study (EIS). Must demonstrate that no negative impacts will occur.
Significant Fish Habitat, Wildlife Habitat and areas of Natural and Scientific Interest	Provide Environmental Impact Study (EIS). Must demonstrate that no negative impacts will occur.
Sensitive Groundwater Recharge Areas, Headwaters and Aquifers	Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.
Significant Built Heritage Resources and Cultural Heritage Landscapes	Development should conserve significant built heritage resources and cultural heritage landscapes.
Significant Archaeological Resources	Assess development proposed in areas of medium and high potential for significant archaeological resources. These resources are to be studied and preserved, or where appropriate, removed. Catalogued and analyzed prior to development.
Lake of the Woods/Winnipeg River: Within defined Portions of Dynamic Beach and 1:100 year flood level along connecting channels	Development not permitted
Lands Subject to Flooding and/or Erosions	Development may be permitted. Must demonstrate that hazards can be addressed.
Erosion Hazards	Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains	Determine limit of Development or where a Special Policy Area (SPA) is in effect, development must meet the Official Plan policies.
Hazardous Sites ⁴	Slope Study, Flood Line Study. Demonstrate that hazards can be addressed.
Rehabilitated Mine Sites	Application for approval from Ministry of Northern Development and Mines should be made concurrently.
Contaminated and/or Brownfield sites	Assess and inventory of previous uses in areas of possible contamination.

¹Class 1 Industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.

²Class 2 Industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.

³Class 3 Industry - indicate if within 1000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.

⁴Hazardous sites - property or lands that could be unsafe for development or alteration due to naturally occurring hazards. These hazards may include unstable soils (sensitive marine clays,

14.0 - ADDITIONAL INFORMATION

Please provide any additional information that you feel would be beneficial to the application:

15.0 - SKETCH

A sketch, draft survey or site plan, preferably prepared to scale by a professional shall be submitted as part of each application. The sketch or site plan must clearly demonstrate:

- (a) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- (b) the approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;
- (c) the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
- (d) the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- (e) the approximate location of all natural and artificial features (*for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that,
 - (i) are located on the subject land and on land that is adjacent to it, and
 - (ii) in the applicant's opinion, may affect the application;
- (f) the current uses of land that is adjacent to the subject land (*for example, residential, agricultural or commercial*);
- (g) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- (h) if access to the subject land will be by water only, the location of the parking and boat docking facilities to be used; and
- (i) the location and nature of any easement affecting the subject land.

All necessary information must be contained on one single sketch or site plan.

Applications and plans will be accepted in Metric only (1 foot = 0.3048 metres, 1 acre = 0.4046 hectares). The maximum size for the accompanying sketch/site plan shall be 11"x 17". If there is information provided on larger sizes, at least one copy shall be provided on the 11"x 17" format. Elevation drawings shall also be provided if applicable.

A copy of the most recent available survey of the subject property completed by a registered Ontario Land Surveyor (OLS) should also accompany the application.

16.0 - DIRECTIONS

Please provide directions to the subject property:

17.0 - AUTHORIZED AGENT/SOLICITOR

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner(s) that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

I/We _____, am/are the owner(s) of the land that is subject of this application for consent and I/We hereby authorize _____ to make this application on my/our behalf and to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date _____ Signature of owner(s)

18.0 - SWORN DECLARATION OR AFFIDAVIT

I, _____ of the _____ in the province of _____, make oath and say (or solemnly declare) that the information required under Ontario Regulation 197/96, and provided in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the _____ in the _____ this _____ day of _____ in the year _____

Commissioner of Oaths _____ Applicants(s)

19.0 - PRIVACY CONSENT/FREEDOM OF INFORMATION DECLARATION

Consent of Owner(s) to the use and disclosure of personal information and to allow site visits to be conducted by City Staff and members of the Planning Advisory Committee or Council Members.

I/We, _____ being the registered owner(s) of the lands subject of this application, and for the purpose of the Freedom of Information and Protection of Privacy Act, hereby authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act (R.S.O. 1990 as amended) for the purposes of processing this application.

I/We also authorize and consent to representatives from the City of Kenora and the persons and public bodies conferred with under the Planning Act (R.S.O. as amended) entering upon the subject lands of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of the application.

Owner(s) Signature

PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED PURSUANT TO THE MUNICIPAL ACT, AND WILL BE USED FOR THE PURPOSE OF PROCESSING AND APPROVAL OF THIS APPLICATION AND ASSOCIATED APPLICATIONS. QUESTIONS ABOUT THIS COLLECTION SHOULD BE DIRECTED TO: FREEDOM OF INFORMATION AND PRIVACY COORDINATOR, CITY OF KENORA, ONE MAIN STREET SOUTH, KENORA, ON P9N 3X7 - (807) 467-2295.

20.0 - UNDERTAKING FOR ONTARIO MUNICIPAL BOARD APPEAL

TO: CITY OF KENORA

FROM: Name: _____

Address: _____

SUBJECT: APPLICATION FOR CONSENT

Address of Site: _____

Where the City of Kenora substantially supports the application for Consent,

Name of Applicant: _____

Hereby undertakes to pay, in accordance with the Ontario Municipal Board cost recovery policy of the City of Kenora, upon receipt of invoice from the City, any and all legal costs, including all disbursements of the City, all legal expenses beyond the first \$1,000 and deposit \$4,000 with the City upon notice of the hearing in the event of a site specific third party appeal.

AND

In the event of a policy or major issue third party appeal, hereby undertakes to pay, in accordance with the Ontario Municipal Board cost recovery policy of the City of Kenora, upon receipt of invoice from the City, any and all legal costs, including disbursements of the City. The applicant shall deposit a sum of \$10,000 to the City of Kenora upon receipt of the notice of hearing. In instances where the municipality and applicant share a solicitor, the City of Kenora will fund fifty percent of the total expenses with an upset limit of \$5,000. The applicant will be responsible for any expenses above and beyond this point.

It is hereby acknowledged that "hearing" shall include all attendances before the Board in respect of the said application whether in person, telephone call or other means as directed by the Board.

Dated at City of Kenora this _____ day of _____, _____

Where the City of Kenora refuses the application for Consent,

Name of Applicant: _____

Hereby undertakes to pay, in accordance with the Ontario Municipal Board cost recovery policy of the City of Kenora, upon receipt of invoice from the City, any and all legal costs, including all disbursements of the City, in respect of preparation for and attendance at an Ontario Municipal Board hearing, until the matter is finally resolved by the said Board. The estimated cost for the City of Kenora for a one day Ontario Municipal Board Hearing is approximately \$10,000.

It is hereby acknowledged that "hearing" shall include all attendances before the Board in respect of the said application whether in person, telephone call or other means as directed by the Board.

Dated at City of Kenora this _____ day of _____, _____

Please complete 1 or 2	
1. For Applicants and Individuals	2. For Corporations and Companies
<p>_____ Signature of Applicant</p> <p>_____ (Please print name)</p> <p>_____ Signature of Witness</p> <p>_____ (Please print Name)</p>	<p>_____ Corporate name (if applicable)</p> <p>_____ (Authorized Signature) I have the authority to bind the Corporation</p> <p>_____ (Please print Name and Title)</p>